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ADM-10.1

DD/S&T 408-67

30 January 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Project Officers Handbook

1. We have prepared a Project Officers Handbook to provide simple, comprehensive guidance and direction to S&T Directorate personnel, especially our R&D Project Officers, on the organization and conduct of technical programs. Sections of the Handbook deal with the procedures for defining the needs for technical work to support the Agency's objectives, for initiating contract supervision and administration. Several check-lists and similar guides have been developed to improve the completeness and thoroughness of our technical efforts without encumbering our Project Officers.

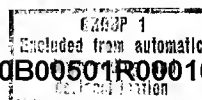
2. The Project Officers Handbook is consistent with the instructions and guidance provided by the Procurement Handbook (HNB 45-3), and a copy of the Procurement Handbook is included in the Project Officers Handbook because of the numerous references to the Procurement Handbook and the greater detail provided in some areas by the Procurement Handbook.

3. I am sending copies of the Handbook to the other Deputy Directors, and to TSD, COMMO, NPIC, OPPE, and the Office of Logistics for their information: drafts were previously discussed and provided to TSD to assist them in the preparation of a similar handbook for their use, and early drafts have also been provided to Procurement Division, Office of Logistics and OPPE.

4. The Handbook is intended to be a working tool for Project Officers and is published in loose leaf form to facilitate changes and recommendations. Comments and suggestions have been solicited from the other components of the Agency as well as the

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Project Officers, and I would particularly welcome any recommendations which you may have.

CARL E. DUCKETT
Acting Deputy Director
for
Science and Technology

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Project Officers Handbook -
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